

Traditional Timestamp/Punch Employee and Exempt Employee

These employees will automatically receive holiday credit if the employee is in pay status the scheduled day before and scheduled day after a holiday.

If the employee is not in pay status the scheduled day before or after the holiday, the holiday will not be earned in eSTART. In this case, the Manager or Agency Admin must add the pay code for Leave Without Pay to the timecard on the date of the holiday to prevent employee holiday pay in the State's payroll system.

Mon 5/30	LEAVE WITHOUT PAY	8:00
	Memorial Day	0:00
Tue 5/31	LEAVE WITHOUT PAY	8:00

Non-Traditional Employee

Non-Traditional employees are those whose work schedule fall outside of the normal Monday through Friday work week. For example, those who work overnight shifts or those who work four 10-hour days a week are considered non-traditional employees.

These employees will automatically bank their holiday hours based on their schedule type of 8, 10, 12, or 24. If the employee is not in pay status the day before or after the holiday, Holiday Earned will not be granted in eSTART. In this case, the Manager or Agency Admin must add the pay code for **Leave Without Pay** to the timecard on the date of the holiday to prevent employee holiday pay in the State's payroll system.

Part-time Employees

Part-time employees receive holiday credit based on their schedule. If the holiday falls on a scheduled workday and the employee is in pay status the scheduled day before and scheduled day after a holiday, the holiday will be granted based on the scheduled number of hours for the holiday.

If the employee is not in pay status the scheduled day before or after the holiday, the holiday will not be earned in eSTART. In this case, the Manager or Agency Admin must add the pay code for **Leave Without Pay** to the timecard on the date of the holiday to prevent employee holiday pay in the State's payroll system.